



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|------------------------|--------------|--------------|-------------|
| STATE ARCHIVES MANAGER | 37 | A | 4.220 |
| ARCHIVIST II | 33 | B | 4.225 |
| ARCHIVIST I | 31 | B | 4.230 |

SERIES CONCEPT

Positions in this series are typically assigned to the Nevada State Library & Archives (NSLA) or the University and Community College System of Nevada (UCCSN) and perform a broad range of professional level duties in support of the State Archives or the special collections section of a university or community college library. Incumbents appraise, accession, describe or catalog, make available and perform research in special collections, published library materials and official records of continuing value.

Review records by examining the form, quantity, availability and information content of the collection in order to assess the evidential, informational and research value.

Acquire and accession records, manuscripts and other materials by communicating with potential sources of collections; secure the transfer of legal title and receive materials.

Ensure patrons receive the full benefit of information available in the archives by providing reference service; interview patrons to assess the type and extent of information required; explain and demonstrate the use of finding aids; research holdings in order to respond to inquiries; provide reproductions from holdings as requested; direct patrons to other repositories for additional information.

Conduct oral histories; acting on referrals or personal knowledge, develop list of possible interviewees; conduct pre-interview to determine if the individual has knowledge of historical interest to relate and/or can fill in gaps in other oral histories; determine the length and breadth of the interview based on the rapport and trust built and the forthcoming information; collect memorabilia; transcribe notes; bind, catalog and preserve oral history for future reference.

Identify and arrange documents and materials to provide accessibility to patrons and staff using accepted archival practices by determining the appropriate degree of categorization and giving due consideration to the source and original order of the documents.

Establish access to documents and materials by editing or developing finding aids describing the content, scope and shelf location of the collection as well as the history of the associated agency, office or person.

Preserve and protect documents and materials by cleaning, humidifying, repairing, flattening, and/or chemically treating documents; store in acid-free containers; maintain appropriate environmental controls in the storage area; implement operational procedures to protect from damage or loss.

Seek funding for special projects by preparing grant applications for submission to federal and State granting agencies and private funding sources; justify the need for the project, summarize the objectives and project plan, estimate associated expenses, and develop time lines.

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SERIES CONCEPT (cont'd)

Conduct historical research and report findings to fulfill the objectives established for research projects; establish the scope of the project, setting goals and timetables; identify and examine relevant historical literature and information; create a database to document sources checked and record and analyze located information; prepare interim and final project reports.

Promote professional and public awareness of the archives' activities by making oral presentations, composing articles for publication, and participating in professional organizations.

Develop and implement methods to gather and analyze information concerning the number and type of patrons that use the archives, materials accessioned and deaccessioned, and the type of materials used in order to identify trends and properly allocate resources.

Supervise and evaluate the performance of professional, technical and clerical personnel as assigned.

Perform related duties as assigned.

CLASS CONCEPTS

State Archives Manager: Under administrative direction of the Assistant Administrator, the incumbent manages the Archives Program of the Archives & Records section in the NSLA, oversees and/or performs the full range of duties described in the series concept, and manages the section in the absence of the Assistant Administrator.

Manage State Archives by developing policy and procedures related to the accessioning, arrangement and description of government records having archival value, preparation of finding aids, access to materials, and use of the research room.

Plan and coordinate archival programs and provide overall direction to the Archives Program by reviewing program needs, evaluating requests from other agencies, determining project priorities and methodologies, establishing time frames for completion, and assigning work to staff; draft and submit proposals for new or revised legislation pertaining to archives issues.

Monitor approved grant projects by reviewing work performed by project staff and providing technical assistance and direction as required; review and authorize expenditures; prepare fiscal forms and summary reports required by the funding agency.

Develop the biennial budget recommendation for the Archives Program; determine budget priorities and finalize for submission to the Assistant Administrator for review and approval; monitor approved budgets.

Supervise subordinate staff to accomplish program goals; hire and train employees, assign and review work, provide counseling and guidance, evaluate performance and initiate disciplinary action.

Serve as a consultant to librarians, curators and the general public to provide assistance and expertise in various areas of archives management including the preservation of books, documents and photographs, disaster recovery, archival programs and archives facilities.

Assist the State Archivist in the management and coordination of the activities of the State Historical Records Advisory Board; produce meeting agendas; write and evaluate proposals and reports; manage projects that distribute funds to sub-grantees according to established criteria; manage project budgets and direct project work; summarize findings for board action.

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CLASS CONCEPTS (cont'd)

State Archives Manager (cont'd)

Represent the archives programs at professional meetings by presenting papers and serving on committees; write articles for professional journals and newsletters.

Provide legislative testimony at the request of the Assistant Administrator.

Archivist II: Incumbents assigned to the Archives Program of the Archives & Records section at the NSLA work under general direction of the State Archives Manager, perform the full range of duties described in the series concept, and may supervise other Archivists and support staff.

Incumbents assigned to the archives section of a large academic institution work under general direction of the head of a special collections section and perform the full range of duties described in the series concept. Incumbents independently review the needs of the archives section, solicit acquisitions, determine project priorities and methodologies, and develop and implement policies and procedures for the archives section. This is the journey level class in the series.

Archivist I: Under close supervision, incumbents perform duties described in the series concept in a training capacity. This is the entry level class in the series, and progression to the next level may occur upon meeting the minimum qualifications and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Some positions require training and/or experience in a specialized area of archives management and will be identified at the time of recruitment or list certification.

STATE ARCHIVES MANAGER

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in archives management, library science, history, information management or closely related field and three years of professional archival experience which included responsibility for appraisal and disposition, arrangement, conservation, reference service, project management, and supervision of professional and support staff; **OR** certification as an Archivist by the Academy of Certified Archivists and three years of professional archival experience as described above; **OR** a Bachelor's degree from an accredited college or university in history, information management or closely related field and five years of progressively responsible professional experience as described above; **OR** two years as an Archivist II in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: principles and practices of management and supervision; budget preparation and administration; grant application, management and reporting procedures; State, federal, and contractual laws governing the acquisition, retention and use of records; services, roles and responsibilities of archives and historical records repositories; tools, equipment and materials used in the conservation and preservation of collections, manuscripts and documents; accessioning, arrangement, and description of government records having archival value. **Ability to:** plan and organize the activities, services and

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MINIMUM QUALIFICATIONS (cont'd)

STATE ARCHIVES MANAGER (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

operation of the State Archives program and manage multiple programs, projects and activities; develop and implement effective policies and procedures; provide technical expertise and advice to subordinate staff and to others engaged in archival activities; represent the agency and provide testimony before legislative and local government committees; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: State statutes and agency administrative regulations, policies and procedures regarding archives and records. **Working knowledge of:** State budgeting, accounting and purchasing procedures and regulations.

ARCHIVIST II

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in archives management, library science, information management, history or closely related field and one year of professional archival experience which included appraisal, disposition, accessioning, arrangement and conservation of documents and/or the development of finding aids and reference services; **OR** certification as an Archivist by the Academy of Certified Archivists; **OR** a Bachelor's degree from an accredited college or university in history or information management or closely related field and three years of progressively responsible archival experience as described above, one year of which was at the professional level; **OR** one year as an Archivist I in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Notes and Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: federal, State, and contractual laws governing the acquisition, retention and use of records; principles and practices used in archives management; recognized national and international standards for computerized archives and manuscript control including designation, purpose, and use of each field; services, roles and responsibilities of archives and historical records repositories; tools, equipment and materials used in preservation of collections, manuscripts and documents. **General knowledge of:** grant application procedures; principles and practices of training and providing work direction to others. **Ability to:** determine the administrative, fiscal, legal, informational or historic value of records, manuscripts and other materials; write guides to archival collections, analytical reports to provide results of research, and articles suitable for publication in professional journals; organize and coordinate archives management projects; train and supervise staff as assigned; establish work priorities and delegate assignments; prepare and deliver oral presentations suitable for the audience being addressed; develop and implement methods to compile statistics regarding the use of archives collections; enter and retrieve information from an automated database system; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: Nevada history and government; State statutes and agency administrative regulations, policies, and procedures regarding archives and records; principles and practices of supervision. **Ability to:** analyze information and interpret findings from the perspective of Nevada history and institutions; apply appropriate cataloging rules and enter and retrieve information from automated database systems; formulate and administer a project budget with multiple funding sources; establish work priorities, delegate assignments and train, motivate and supervise staff as assigned. **Skill in:** the use of preservation tools and materials.

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MINIMUM QUALIFICATIONS (cont'd)

ARCHIVIST I

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in archives management, library science, history or information management, or closely related field; **OR** a Bachelor's degree from an accredited college or university in history or information management and two years of relevant paraprofessional experience; **OR** an equivalent combination of education and experience. *(See Special Notes and Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: federal, State, and contractual laws governing the acquisition, retention and use of records; statutory requirements and privacy rights which govern access to archives and records; professional archival principles, practices and concepts related to the operation of archival records programs; services, roles and responsibilities of archives and historical records repositories; archival conservation and preservation methods; research methods and techniques appropriate for archival materials; oral and written communication skills; United States history and literature. **Ability to:** assess the administrative, fiscal, legal, informational or historic value of records, manuscripts and other materials; process materials according to accepted archival standards; organize material in a logical and easily accessible order; use preservation tools and materials; create basic finding aids; work independently and follow through on assignments with minimal direction; establish and maintain cooperative working relationships with co-workers, department staff and others; interview patrons to determine their needs and respond with the appropriate level and extent of information; communicate effectively both orally and in writing. **Skill in:** the operation and use of word processing, database management and other computer applications.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills & Abilities required for Archivist II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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| ESTABLISHED: | 7/1/89R 3/13/90PC | 7/1/91P 3/13/90PC | 7/1/91P 3/13/90PC |
| REVISED: | 7/1/91P 3/13/90PC | | |
| REVISED: | 7/1/03P 7/2/02PC | 7/1/03P 7/2/02PC | 7/1/03P 7/2/02PC |